



UNITED STATES MARINE CORPS

II MEF IMA DET
PSC BOX 20081
CAMP LEJEUNE, NC 28542-0081

1000
G-3
18 DEC 06

From: Site OIC / OPS SPONSOR
To: Distribution List

Subj: DRILL NOTICE FOR 6 & 7 JANUARY 2006

1. **OBJECTIVE:** - Annual Training Requirements and Career Management

2. **FAMILY READINESS:** If you have not yet completed a family readiness worksheet, please see GySgt Brady in the G-3. GySgt Grinage is dual-hatted as the 26th MEU(SOC) and IMA Det Family Readiness Representative. She is available at: sylvia.grinage@usmc.mil or (910)451-0195.

3. **TROOP INFORMATION:**

- a. This is a 4-drill weekend that commences at 0700, 6 Jan 07.
- b. Uniform for this drill will be WOODLAND MARPAT.
- c. The Officer AOM is in the classroom at DSG at 0700, 6 Jan 07.
- d. The Officer / SNCO Intel update /Op Sum DSG classroom 0700, 7 Jan 07.
- e. Enlisted formation is 0700, 6 Jan 07 at Bldg H-1 in the Main Hallway.
- f. IMA Det Toll free number is: 1-866-465-2215. DSN is 751-XXXX.
- g. Daily POCs:

LtCol James, Site OIC -(910)451-0194, Bradley.James@usmc.mil
1stLt Baskins, IMA H&S CO -(910)451-8778, Lauren.Baskins@usmc.mil
GySgt Brady, Site G-3T -(910)451-0198, Michael.D.Brady@usmc.mil
GySgt Baron, Site G-6 SNOIC -(910)451-2136, Thomas.Baron@usmc.mil
SSgt Lambert, Site G-1 SNOIC -(910)451-8776, Dawn.S.Lambert@usmc.mil
SSgt Franklin, Site G-4 SNOIC -(910)451-8775, James.V.Franklin@usmc.mil
HM2 Pahler, Site Corpsman - (910)451-0335, Mari.Pahler@usmc.mil

4. **G-1:**

a. This is a **compulsory drill**. However, if you do not plan to attend, contact the G-1 by COB 5 Jan 06 at (910)451-8776 for an excused absence ruling and to reschedule your drill. If notification is not made, you will be run UA. All officers should contact LtCol James at (910)451-0194 prior to contacting the G-1.

b. Do you have a recent change in personal contact information? Last month's frost call identified many obsolete phone numbers. Go to Marine-on-Line (MOL) and update your information.

c. The Secretary of the Navy (SECNAV) has awarded the Navy Unit Commendation (NUC) to those units attached to I MEF (REIN) during the period 20040802 - 20050201 (OIF II). Names of Marines and Sailors that were attached to I MEF (REIN) during that time period should be submitted to 1stLt Baskins via department heads.

d. Employment letters may be obtained from the G-1. Convey your requirement to the G-1 at the commencement of drill weekend.

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5. **G-2:**

a. The SIPR Room is now operational. See GySgt Baron in the IMA G-6 for the particulars.

b. The common-storage safes within the SIPR Room will be purged this drill. All department heads or their designated representatives shall be responsible for reviewing its classified documents for the determination of destruction or safekeeping. Any classified documents that shall be retained will be stored in that department's individual safe. Contact GySgts Baron or Brady for more details.

6. **G-3:**

a. The remaining drill schedule for FY 2007 is as follows:

<i>*January 6-7</i>	<i>February 3-4</i>	<i>March 3-4</i>
<i>April 14-15</i>	<i>*May 5-6</i>	<i>June 2-3</i>
<i>July 14-15</i>	<i>*August 4-5</i>	<i>September 8-9</i>

*Denotes compulsory drill due to annual training requirements. Any other inactive duty training (IDT's) may be accomplished at any other approved time.

b. **The end of the year is near and CY06 PFT Scores are due by 31DEC06.** Any Marine that has completed their CY06 PFT at an approved off-site location should submit a signed copy to GySgt Brady, IMA G-3T Chief, via fax or email. The form needs to be a standard ground training PFT form and signed by another unit's Ground Training Chief. Please ensure that there is POC information on the form.

c. Level 1 Anti-Terrorism (AT) training is an annual requirement. The course can be accessed at: <https://atlevel1.dtic.mil/at/>. After successfully completing the program, submit two (2) printed copies of your certificate in landscape format to GySgt Brady. Get a head-start on 2007 since this is a CY requirement.

d. Career Management Team (CMT) representatives from Quantico will be present on Saturday to brief us as a whole. Any Marine that wants an individual brief needs to contact GySgt Brady by COB 03JAN07. Those Marines identified will receive their OMPF on a CD from the CMT representatives during the individual counseling.

7. **G-4:**

a. All billeting requirements shall be coordinated through SSgt Franklin. All requests will be submitted on a DD 1164 and require a 7-day minimum notice. Billeting requests are submitted through MOBCOM so the completion the DD 1164 and the last 4 digits of your SSN are required. The form may be accessed via the II MEF IMA Website.

(1) **IMPORTANT!** INDIVIDUAL MARINES ARE RESPONSIBLE FOR CANCELLING THEIR ROOM RESERVATIONS IF THEY DO NOT INTEND TO DRILL AS SCHEDULED.

(2) INDIVIDUAL MARINES WILL BE HELD LIABLE FOR NO-SHOWS.

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b. Enlisted Marines that have not established an individual clothing account shall report to the IMA G-4. Unserviceable uniform clothing items will be turned-in prior to ordering replacements.

c. A new PT uniform is forthcoming. All enlisted Marines will be issued the new uniform while officers will be required to purchase. No delivery date is set as of yet.

OFF/SNCO Pending Jan Drill Schedule 2007 II MEF IMA Det

Rank	Lname	Fname	Chk-In	Chk-Out	Loc	Confirmation
Col	PRAFKA	DAVID	18 Dec	22 Dec	CLNC	Need Confirm
Col	PRAFKA	DAVID	5 Jan	7 Jan	CLNC	40030170729
Col	MOSHER	ALVIN			CLNC	
Col	HORRES	JOHN	4 Jan	7 Jan	CLNC	40030170730
Col	BRIER	PAUL	3 Jan	7 Jan	CLNC	40030170873
Col	WHITEHOUSE	DANA	3 Jan	7 Jan	CLNC	40030170721
Col	WANG	PETER	4 Jan	7 Jan	CLNC	40030170728
Col	SHARPE	JOHN	EA	EA	CLNC	
Col	AMATO	PAUL	Jan	Mob	CLNC	
LtCol	PRATT	HELEN			CLNC	
LtCol	POWERS	WALTER	Mob	Mob	CLNC	
LtCol	STACIA	JAMES	5 Jan	8 Jan	CLNC	40030170726
LtCol	GALLAGHER	JOSEPH	4 Jan	7 Jan	CLNC	40030170725
LtCol	MICHAUD	R	4 Jan	7 Jan	CLNC	40030170731
LtCol	BOWER	BRIAN	4 Jan	7 Jan	CLNC	Need Confirm
LtCol	RAFERT	JAMES			CLNC	
LtCol	CHARLONIS	FRANCIS			CLNC	
LtCol	DESIMONE	KENNETH	4 Jan	7 Jan	CLNC	40030170722
Maj	MACOIT	ANDREW	Jan	Mob	CLNC	
Maj	LAWRENCE	BEAU	Mob	Mob	CLNC	
SgtMaj	CARLTON	CURTIS	SNCO	Board	CLNC	
SSgt	LEWIS	JASON			CLNC	
SSgt	LOCKLEAR	PHILLIP			CLNC	
GS14	RUSSETT	PETER			CLNC	

8. MEDICAL:

a. Flu vaccinations are still available and will be administered this drill. If you receive it from your civilian employer prior to drill, provide Medical with the necessary supporting documentation.

b. All medical records are required to be maintained and stored by U.S. Navy Medical personnel. MHG or IMA Medical will store mobilized personnel's medical records depending upon your billet assignment. IMA Medical is responsible for all non-mobilized personnel's medical records.

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c. The Physical Health Assessment (PHA) has replaced the Annual Certificate. If your birthday is during January or February, see IMA Medical for an annual PHA.

d. The following Marines are due vaccinations and need to report to medical during the January drill:

LAST NAME	SSN
HORRES	5802
WILLIAMS	2408
GOINGS	8111
BOWER	5419
LEWIS	4622
HILLER	2826
CATALANO	8626

LAST NAME	SSN
DANTZLER	0538
STACIA	5838
RAFERT	1640
HAN	5047
LEMOULT	7254
STOKES	1257
MA	3678

9. **G-6:**

a. **ALL MARINES ARE REQUIRED TO CHANGE THEIR PASSWORD.** If you do not know your password, then you need to call NMCI at 1-866-THE-NMCI (1-866-843-6624) and have it reset. You will need to know the password and PIN on your CAC card (permissions) in order to access web mail.

b. The new IMA Det web site is under construction and will be located at: http://www.iimefpublic.usmc.mil/public/iimefpublic.nsf/sites/ima_det. The drill notice will be posted on both of the sites until the new website is completed.

c. Department heads need to identify the files they wish to keep from the old server. Any file not identified will be deleted within the next 60 days.

d. Due to security restrictions, SIPRNET accounts must be accessed at least once every 30 days. Failure to comply with this restriction results in locked accounts. SIPRNET representatives are not available during drill weekends.

e. During drill weekends, requests for new accounts or to unlock existing accounts should be submitted to NMCI at 1-866-THE-NMCI (1-866-843-6624).

f. If you require computer support for your class presentations, briefs, or otherwise, please call GySgt Baron at 910-451-2136 IN ADVANCE to make arrangements.

g. Take the time to check the Global Assess List (GAL) for any old email addresses. Old MFR and deployed accounts should be deleted ASAP.

h. All Marines are required to complete the Information Assurance training online at <https://www.marinenet.usmc.mil>. The course completion certificate and a user agreement need to be submitted to the IMA Det G-6. Failure to comply with these requirements will lead to **your account being disabled**. For directions on how to get to the course, go to <http://www.lejeune.usmc.mil/IIMACE/G-6.htm>, and click on the Marine Net Information Assurance Class Directions link.

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10. COORDINATING INSTRUCTIONS: The Jan drill schedule is as follows

Saturday, 6 Jan 2007

<u>TIME</u>	<u>EVENT</u>	<u>PERSONNEL</u>	<u>PLACE</u>	<u>INSTRUCTOR</u>
0700-0730	AOM	All Officers	DSG Classroom	G-3
0700-0730	Enlisted Formation	All Enlisted	H-1 Hallway	1stSgt / G-3 Ops Chief
0800-0930	Leadership Trng	All Hands	Area 2 Gym	CWO-3 Wright
0945-1145	MCMAP	All Hands	Area 2 Gym	CWO-3 Wright
1145-1300	Chow/Recovery	All Hands	Work Sections	Individual
1300-1400	CMT	All Hands	DSG Classroom	CMT
1300-1400	Retirement Practice	Designated Personnel	O'Club	1stSgt Kapla
1400-1530	Financial Class	All Hands	DSG Classroom	CWO-3 Wright
1600-TBD	Retirement Ceremony	All Hands	O'Club	1stSgt Kapla

Sunday, 7 Jan 2007

<u>TIME</u>	<u>EVENT</u>	<u>PERSONNEL</u>	<u>PLACE</u>	<u>INSTRUCTOR</u>
0700-0730	Intel Brief / OpSum	All Officers	DSG Classroom	G-2
0700-0730	Enlisted Formation	All Enlisted	H-1 Hallway	1stSgt / G-3 Ops Chief
0745-0845	Alcohol & Substance Abuse Prevention	All Hands	DSG Classroom	HM1 Decatur
0900-1000	STD/HIV Prevention	All Hands	DSG Classroom	HM1 Decatur
1000-1100	Suicide Awareness	All Hands	DSG Classroom	CWO-3 Wright
1100-1300	PT/Chow/Recovery	All Hands	Work Sections	Individual
1300-1400	Tri-Care, Safety, Tobacco Brief	All Hands	DSG Classroom	HM1 Decatur
1400-1500	BST Test/Section Time	Designated Personnel	DSG Classroom	G-3 Ops Chief/Individual
1500	Final Formation	All Hands	H-1 Hallway	G-3 Ops Chief

B. S. JAMES